

OBJECTIVE -

In FY 1977 all major component Heads to review current organizational and position structures to identify and take appropriate action to eliminate unnecessary position layering and excessive organizational subdivisions and to restrain unwarranted grade escalation, eliminate duplication of work or imbalances in utilization of personnel.

<u>Action Plans</u>	<u>Completion Date</u>
1. Issuance of DDCI Directive to Deputy Directors and Heads of Independent Offices specifying their responsibility for position management with emphasis on conducting reviews and actions cited in the objective	31 March 1977
2. OP develop special guidance materials and provide direction to component managers in conducting their internal position management reviews.	
a. Develop pamphlet on position management.	31 January 1977
b. Publish pamphlet on position management.	28 February 1977
3. OP and OTR collaborate to incorporate position management orientation segments in internal management	

4. OP and OTR collaborate to develop new Personnel Management and Administration seminar for component managers.

5. OP continue to pursue established schedule to complete a minimum of 15 position management and classification surveys throughout the Agency during FY 1977.

30 September 1977

OBJECTIVE -

To develop guidelines to be reviewed by OMB for the establishment of "assistant to" types of positions and establish procedures to ensure Deputy Director level review of proposals to create new organizational sub-Divisions and "Assistant to" types of positions.

<u>Action Plans</u>	<u>Completion Date</u>
1. OP develop guidelines for line managers on the establishment of "Assistant to" types of positions.	30 April 1977
2. Establish procedures for review and approval at Deputy Director level of proposals to establish new sub-Divisions and "Assistant to" types of positions.	30 June 1977

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Remarks:			
<p>I ASSUME THAT IF DD CI O.K.s The attached, BUCD will need to prepare the various materials and develop the procedures. JH.</p>			
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FROM: NAME, ADDRESS AND PHONE NO.			DATE
<i>C. Broad</i>			<i>1/16/68</i>

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